

TO BE COMPLETED BY THE PARTY REQUESTING FILE:

ORDER DATE: _____

CASE NUMBER: _____

CASE NAME: _____ vs. _____

ORDERED BY:

Name: _____

Firm: _____

Address: _____

Phone: _____

It normally takes between 5-10 business days for us to receive the file from Ft Worth. When it arrives in our office, you will be notified at the phone number you provided on this form.

Please be advised that our standard procedure is to return the file to Ft. Worth 30 days after the date you are notified that we have received the file. Please notify our office if you need us to retain the file for a longer period of time.

TO BE COMPLETED BY DEPUTY CLERK

\$45.00 PAID ☐ YES ☐ NO

(If yes, receipt # _____)

Date paid _____)

Deputy Clerk Receiving Request